

**AIR POLLUTION CONTROL OFFICER**  
(Executive Management)

**MISSION:**

To manage a special district and administer a program to attain and maintain federal and state air quality standards within the geographic boundaries of San Diego County.

**AUTHORITY:**

California Health and Safety Code: Division 26, Air Resources

**EXAMPLES OF DUTIES:**

Acts under the direction of the Air Pollution Control Board to develop, implement, and enforce regulations required to achieve adopted air quality standards; plans, directs, organizes, coordinates, and evaluates the overall activities of the air Pollution Control District; enforces local ordinances, applicable state laws and delegated federal air quality guidelines; implements provisions of the Clean Air Act; monitors and reports on regional air quality; develops strategies for business and industries to attain and maintain air quality standards; supports compliance planning and compliance efforts by providing leadership, information, technical review, assistance and guidance to the public, industrial and business community; forecasts air pollution levels; develops and reports on socioeconomic impact of proposed and enacted air quality and pollution control legislation and regulations; notifies the public of air pollution alert conditions; provides general information on air quality to the public; approves plans, specifications, contract documents, and other materials related to the control and abatement of air pollution; develops the district's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; reviews and approves contracts for outside services and equipment; reviews, analyzes, and reports on program efforts and regional compliance with legislative standards; identifies operational problems and formulates appropriate solutions; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Policy/procedure development and implementation related to regional air quality standards.
- Federal, State, and local laws, codes, and regulations related to air quality improvement and air pollution control.
- The technology of air quality improvement and air pollution control.
- Principles and practices of supervision and training.
- Principles and theory of public administration, including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, direct, and evaluate the overall activities of a multi-disciplinary staff involved in air quality policy and program development, monitoring, and enforcement.

- Direct the establishment and implementation of regional policy and procedures to attain and maintain mandated air quality standards.
- Ensure that departmental activities conform with Federal, State, and local laws and standards.
- Analyze, interpret, and apply pertinent provisions of governmental policies, mandates, or agreements.
- Identify and resolve operational problems and recommend solutions.
- Analyze complex problems, evaluate alternatives and reach sound conclusions within legal and procedural constraints.
- Prepare correspondence, reports, oral presentations for public officials, executive management, the general public, and the media.
- Establish and maintain effective working relationships with others.
- Maintain accurate records and files.
- Plan, direct, and review the work of subordinate staff.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.